



401 N. Gibbs Street,
Pomona, CA. 91767

909.921.3618

www.pomonahope.org

MEDIA AND DEVELOPMENT INTERN

Brief Organization Overview:

Pomona Hope is a non-profit, faith-based, community organization dedicated to working in partnership with people of all backgrounds to strengthen Pomona's children, families, and neighborhoods.

Location:

401 N. Gibbs Street
Pomona, CA 91767

Responsibilities:

- Quarterly Newsletter
 - Research for and write 3-4 articles for quarterly publication
- Development
 - Solicit in-kind donations for After School with Pomona Hope (supplies, prizes for students, etc.)
 - Assist Executive Director with grant writing
 - Invest one day per week in After-School with Pomona Hope program working with students
- Event Planning
 - Assist Development Committee and Executive Director with preparations for October's annual Support and Awareness Fundraising Gala
- Assist staff with 1 hour per week preparing for After School with Pomona Hope
- Other duties as assigned

Qualifications:

The Media and Development Intern should have a desire to deepen their understanding of social justice and community development. This internship is a great opportunity to explore a career path in non-profit administration. Ideal candidate can work independently, is a self-starter, have strong writing skills. Spanish language capability preferred.

Openings: 2

Approximate Hours Per Week: 10 hours per week; hours flexible. All hours will be done on-site with the exception of off-site meetings. ** Please note that internship is unpaid (college credit only).*

To Apply: please email a cover letter and resume to the Outreach Director

Contact person: Nora Codina | Outreach Director | 909.921.3618 ext. 4 | nora@pomonahope.org